



Las Vegas Historic Preservation Commission Centennial Legacy Grant Program

To commemorate the 100th anniversary of the founding of the city of Las Vegas, the Nevada Department of Motor Vehicles, in cooperation with the Commission of Museums and History of the Department of Cultural Affairs, designed, prepared and issued special license plates. The money from the sale of this specialized plate paid for public events as part of the Centennial Celebration in 2005. Now that the Centennial Celebration has ended, profit from the specialized license plates is directed toward a fund for historic preservation efforts in the City of Las Vegas.

The plates feature the famous "Welcome to Fabulous Las Vegas" sign designed by Betty Whitehead Willis in 1959, which still stands in the median island south of Tropicana on the Strip.

The Commission for the Las Vegas Centennial [Centennial Commission] has established the History Grant Program to support community initiatives in support of the history, preservation and conservation programs within the city of Las Vegas. The city of Las Vegas Historic Preservation Commission has received funds as part of the History Grant Program, and is offering a small grant program.

The focus of the program is to commemorate the history of the city of Las Vegas with projects "relating to the commemoration of the history of the City of Las Vegas, including, without limitation, historical markers, tours of historic sites and improvements to or restoration of historic buildings or structures." - NRS 482.37903

Projects may also include: cultural heritage and tourism, oral history, historic survey, documentation, museums and archives, and education.

The grants will be reviewed by the city of Las Vegas Historic Preservation Commission.

Evaluation Criteria

Criteria Set #1

In order to qualify for History Grant funding, the *subject of the grant project* must meet the criteria below in order to be funded. Any application failing to meet the mandatory criteria will not be considered further. The criteria listed below are intended to help applicants in developing a project and application that will best reflect the NRS mandate:

1) A building(s), site(s), structure(s), artifact(s) or event(s) that demonstrates historic significance to the city of Las Vegas and expresses a distinctive character because:

- A significant portion of it (the subject) is at least fifty (50) years old
- It is reflective of the City's cultural, social, political, economic, or prehistoric past; and
 - Either:

- It is associated with a person or event significant in local history; or
- It represents an established and familiar visual feature of an area of the city because of its location or singular physical appearance.
- It has achieved significance within the past 50 years and has demonstrated exceptional importance.

2) The applicant must be able to complete the funded phase of a project within budget.

3) The project must be completed within a reasonable time in such a way that the city can comply with laws related to the sale of the commemorative license plates. Funded phases of a project shall be completed within 12 months from the date funds are received by the applicant.

4) The applicant must be able to manage the grant and to account for expenditure of funds according to the Historic Preservation Commission's fiscal requirements which will be distributed to awardees upon grant award.

Criteria Set #2

The Historic Preservation Commission will review the applications according to Criteria Set #2. The Commission will assign total points for each of the applications. *These scores, by themselves, will not determine the distribution or level of awards.* Each Commission member uses his/her scores for evaluation as a means to propose distribution of available funds. The Commission averages proposed distribution of funds for each project. The Commission reserves the right to consider subsequent testimony and discussions, after which it discusses and adjusts distribution of funds. The following criteria are merely a method of initial ranking for purposes of further discussion. The specific criteria are:

1. Historic Preservation Issues – 40 points

Examples of topics to be considered:

- The project will promote or preserve some historic feature of Las Vegas;
- The applicant demonstrates an ability to raise or sustain required amounts of financial support from sources other than this grant, including donations of goods and services. In addition, the applicant demonstrates the ability to raise and sustain support (relative to the means and abilities of the applicant);
- The final product must demonstrate sustainability and the ability to be maintained so that the public can enjoy it in the future.

2. Community Impact – 20 points

Examples of topics to be considered:

- The project will commemorate the history of the city of Las Vegas;
- The project promotes cultural heritage tourism in Las Vegas;
- The project demonstrates community participation as a component of historic neighborhood revitalization;
- The project will supplement training and education in the classroom in historic preservation;
- The project will increase overall public awareness of historic preservation methods and concepts;
- The facility supported by the project will be used by a broad base of the community;

3. Accountability – 20 points

Examples of topics to be considered:

- The applicant demonstrates an ability to complete a high quality project within budget and

- in a reasonable time;
- The applicant can manage the grant and can account for expenditure of funds according to the Commission's fiscal requirements.

4. Innovation and Creativity – 20

- The applicant demonstrates an ability to use additional resources in a creative way to complete the project should they not receive the entire grant amount requested

Note:

- 1) The Commission will give consideration to projects that are emergencies, and it will look favorably on projects that can be completed in their entirety by the end of the grant.
- 2) All grantees must agree to participate in the annual May celebration of National Historic Preservation Month if asked. For example, if the project includes a tour of an historic property that received funds from the History grant program, the city may distribute brochures inviting the public to participate in the tour.

Application Process

Applications are accepted biannually on February 1st and August 1st. If the minimum criteria have been met, the application will be placed on the next Historic Preservation Commission meeting for approval or denial. Incomplete applications will be returned for resubmission in the next round. There will be no exceptions to this rule.

Upon receipt, the Commission members will review each application in relation to the criteria. Each Commission member will be allowed to review the applications independently of one another in advance of the Historic Preservation Commission board meeting. Applicants or a representative are required to attend the Historic Preservation Commission meeting and present their proposal. Presentations are limited to five minutes per application.

Each approved grant will be awarded based on:

- 1) the total amount of funding available;
- 2) the emergency of the project;
- 3) The total amount of criteria points earned; and
- 4) The requested project amount.

Allocated grant funds will be available to grantees when the sale of license plates is complete and funds have been established.

Who May Apply

Private citizens, historic property owners, government agencies, museums, libraries, non-profit preservation, conservation and archeological organizations, historic societies and community service organizations, public, private, and charter schools, and higher education institutions.

Award

Grant funds will be awarded in amounts up to \$5,000. The Committee will entertain requests exceeding this amount for projects that demonstrate exceptionally significant value to the preservation of the history of Las Vegas.

Projects may be phased. For example, an historic property owner may wish to apply for funding to plan a project which can be completed in one year, and apply for funding to implement the project the following year.

Quarterly Progress Reports

Grant recipients must submit quarterly financial and progress reports to the Historic Preservation Commission.

Upon completion of the project, grantees must present to the Commission proof of completion. Proof can be in the form of a presentation, photographs, site visit, video, etc.

Two copies of the final product, whether in CD or printed form, must be received by the city of Las Vegas Historic Preservation Commission upon completion of the grant-funded project.

Send the typed original application and twelve (12) copies (all three-whole punched) to:

Courtney Mooney, AICP
Historic Preservation Officer
City of Las Vegas
Planning & Development Department
731 S. Fourth Street
Las Vegas, Nevada 89101

APPLICATION FORM

The application form is composed of three (3) parts:

Part I is the Application Cover Page. This provides the Committee with a quick and concise overview of who is proposing the project, where it is located, what it intends to achieve, and how much it will cost. This must be submitted as only a one-page document with the application packet.

Part II is the Narrative, or grant description section and should describe your project in detail.

This section must contain specific information on the historical significance of the property or subject matter as it relates to Las Vegas, and a project scope that defines how the project is to be executed and, if applicable the actual building rehabilitation and future operation of the building.

Part III is the Budget section. A detailed project budget is necessary to provide the Committee with information needed to evaluate applications. In addition, this information may be used at a later date, in preparation of funding agreements between the Committee and the awardees.

Matching funds from other sources, while not mandatory, are highly encouraged. The applicant budget must provide the breakdown of any outside funding and the requested grant amount. It should be broken down by category and must provide an itemized listing for each category. Applicants may use the enclosed sample budget form or an alternative budget of their choice, so long as it precisely and clearly expresses the budget. Legible spreadsheets are encouraged.

Part IV is the Supplemental Documentation section. Part IV lists all required supplemental documentation, including a copy of your most recent audit report along with comments on the findings and recommendations, including a plan for corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason that it is not necessary should accompany the audit report. *A single copy of the audit report is adequate and should be included with the original signed application.*

RESTRICTIONS AND REQUIREMENTS

Allowable Costs

1. Publishing
2. Documentation
3. Archive
4. Research
5. Oral histories
6. Events
7. Lectures
8. Dedicated salaries
9. Historic resource survey and inventory

Unallowable Costs

1. Landscape improvements
2. Mortgage notes, insurance policies, and so forth
3. Furnishings or anything that can be easily removed from the building. Examples include: curtains, speaker systems, chairs, tables, etc.
4. Bricks and mortar construction projects.
5. Acquisitions
6. Volunteer labor (but can be used as a match)
7. Planning costs/internal meetings
8. Per diems
9. Mileage

In-Progress Project Requirements

Upon acceptance of a Committee grant, grantees are required to:

1. Before any work can begin, grantee must sign a funding agreement within thirty (30) days of grant award;
2. Report any changes made to the project scope or project during the duration of the grant;
3. Complete project work in conformation with submitted visual and/or written specifications;
4. Provide the Historic Preservation Commission with quarterly financial reports and progress updates on the project;
5. Allow the Historic Preservation Commission full access to all documents necessary for a comprehensive audit;
6. Notify the Historic Preservation Commission when there are fundamental changes to your organization's programming, structure, or leadership, and;
7. Include appropriate acknowledgments in the written materials about the project that the project is sponsored by the Historic Preservation Commission. The grantee will be given a restricted license to use the Historic Preservation Commission logo on signs and printed materials subject to the prior approval of the Commission staff of the proposed use.

Las Vegas Centennial Education Grant Application

I. Application Cover Page

Applicant Name _____
Last First MI

Name of Organization (if applicable) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Amount of Funds requested _____

Grant Category (check as many as apply)

- ☐ Event (fair, open house, presentation, lecture series, walking tour, etc.).
- ☐ Visual Project (historic monument(s), marker(s) or banner(s), , banners, and exhibits, etc.).
- ☐ Education (reference materials, develop lessons, games, stories, photo collections, period maps, etc.).
- ☐ Performance Art (plays, poetry and prose readings, musicals, story telling, etc.).
- ☐ Cultural/Historic (oral histories, collections, archives, preservation of ephemera and artifacts, etc.).
- ☐ Misc./Other.

Signature of Applicant Date

II. Grant Description:
(additional sheets may be attached if necessary)

How will the award funds be used?

What is the historic significance of your project/activity to the city of Las Vegas?

What are the key activities and timeline of your plan?

If your project is going to be phased, please describe each phase.

Describe the final product resulting from your project. Two copies of a book, photo album, video tape, audio recording, brochure, etc. that archives your project are required.

III. Proposed Budget

You must submit a detailed budget for this grant. Provide a brief explanation of each budget item with quantity and cost for all items (Example: two packages of acid free tissue paper @ \$16/package; 10 hours contracted labor for painting @ \$50/hr; etc.).

Round your request to the nearest dollar amount (no decimals).

This grant follows the Maximum Consultant Rates used by the State Historic Preservation Office as a guideline for salary limits.

Professional Qualifications	Maximum Hourly Wage
1. Working for Bachelor's degree	\$ 14.00
2. Bachelor's degree in the related field	\$ 23.00
3. Bachelor's degree in the related field with five years experience in the field	\$ 28.00
4. Bachelor's degree in the related field working for a Master's degree	\$ 30.00
5. Advanced degree in the related field	\$ 85.67

Sample budget form:

1. Supplies	
	\$
	\$
	\$
Total	\$
2. Services	
	\$
	\$
	\$
Total	\$
3. Staff Salaries	
	\$
	\$
	\$
Total	\$
4. Match/In-Kind Services	
	\$
	\$
	\$
Total	\$
5. Other Funding Sources	
	\$
	\$
	\$
Total	\$
Total Project Cost	\$

IV. Supplemental Documentation

Please attach the following information in order on additional sheets. If application is being submitted by an individual, or items are not applicable for any reason, please describe below.

- 1.) Your organization's mission statement.
- 2.) Your organization's current budget.
- 3.) Your organization's current projects.
- 4.) Resumes of principal personnel or organization.
- 5.) Your organization's long-range plan.
- 6.) Your organization's proof of 501(c)3 filing status with tax ID number.
- 7.) Your organizations' most recent audit report, along with comments on the findings and recommendations, including a plan for corrective action taken on prior findings.
- 8.) If the project involves restoration of an historic building or structure, please attach documentation certifying the building is insured.

Statement of non-applicability

If my grant is funded, I hereby agree to all requirements stated above, and authorize the Historic Preservation Commission and the City of Las Vegas, to utilize information about my application and activities for publicity and public relations purposes, including the use of photographs and images of the project. Parental/Guardian consent will be obtained for the use of any name and/or image of children in completed legacies.

Signature

Date

Signature of Supervisor (where required)

Date

ADMINISTRATION

The Planning & Development Department staff administers the day-to-day operations of the Historic Preservation Commission Legacy Grant program. Fiscal and project reviews are done by city staff familiar with State and local fiscal requirements and historic preservation principles and standards. The Historic Preservation Commission encourages potential applicants and grantees to contact staff at any time for answers or discussion regarding this program. Please direct any questions to:

Courtney Mooney, AICP
Historic Preservation Officer
City of Las Vegas
Planning & Development Department
731 S. Fourth Street
Las Vegas, Nevada 89101
P: (702) 229-5260
F: (702) 384-1397